



Inside SAIS

December 23, 2004
Volume 2, Issue 10

Inside SAIS is published
on an as-needed basis

This Issue

FY 2006 Changes Coming Soon.....	1
SAIS Student Detail Statistics	1
Concurrency Validation	1
Timely Sub- mission of Data	1
SPED for Suspended/ Expelled Students	1
Free and Reduced Lunch Reporting	2
October Enrollment Aggregation.....	2
Test Labels - AIMS Critical Date	2
Test Labels Appli- cation Q & A	3
SDDI Column Removals	4
Most Common Integrity Errors	4
Special Education Census Data.....	4
SPED Exit Reason - Dropout.....	5
Student Details Open Forum.....	5
SAIS Appreci- ation Awards.....	5



FY 2006 Changes – Coming Soon! –

ADE Business Units recently submitted their requests for changes, modifications, and enhancements to the MIS SAIS – Student Details team. We are hard at work conducting impact and feasibility analysis on these requested changes for FY 2006.

Be on the lookout for specific information of approved changes in the near future and in the next edition of *Inside SAIS*!



SAIS – Student Detail Sta- tistics – Did You Know?

SAIS – Student Details system statistics from FY 2004:

Transaction Level:

- 36,866,809 individual transactions submitted
- 1,090,369 distinct students
- 90.66% of transactions were submitted successfully
- 9.28% of transactions submitted failed with validation failures

(Note: above FY 2004 data as of Friday, December 10, 2004; 2:00PM)



Concurrency Validation

The 80-1 report is located under the Download section of the school's Student Details Data Interchange in Common Logon. The Charter/Public Concurrency Validation application is found under the Maintenance section of the school's Student Details Data Interchange in Common Logon.

Please make sure you are monitoring your 80-1 reports and validating concurrent students as needed. Remember, *you must continually monitor/validate your concurrent students.*

Just because you validated a student once does not mean they will not need to be validated again. The validation will need to be completed again if a concurrent school submits a transaction that has a direct concurrency impact (such as an FTE or DOR change). Also, new concurrencies can occur, also requiring that you validate again.

Please be advised that the current 80-1 report pertains to concurrencies between Public and Charter schools only. We are looking into an alternate report (or modification to the current report) for sometime in FY 2006 to show LEAs their concurrencies of all types/scenarios. More information will be forthcoming in future editions of *Inside SAIS* when available.



Timely Submission of Data

Just a friendly reminder to submit your data in SAIS in a timely manner ... Per Arizona Revised Statute:

ARS 15-1042.G - A school district or charter school is not required to submit student level data to the department of education more often than once every twenty school days.



SPED for Suspended/ Expelled Students

Are LEAs obligated to provide SPED services to students that are suspended or expelled?

- Yes, an LEA is obligated to provide special education services to a student with disability who has been suspended or expelled for more than 10 days.
- 34 CFR § 300.121(d) FAPE for children suspended or expelled from school.





Free and Reduced Lunch Reporting Memo

The Health & Nutrition Services division of the Arizona Department of Education, in a joint effort with Academic Achievement and MIS, will publish a memorandum in January intended to clarify Free Lunch and Reduced Price lunch reporting.

Stakeholders will be directly receiving this memo. The January edition of **Inside SAIS** will disseminate the information provided as well.

October Enrollment Aggregation

The Research & Evaluation Unit at ADE has issued a memo to District Superintendents and Charter Administrators detailing information related to October Enrollment Reports and counts. The following are highlights from that memo:

- An initial data push of October 1st enrollment counts has been completed.
- The reports are available from the School Finance website.

— <http://www.ade.az.gov/Districts/EntitySelection.asp>

(continued bottom of page 3)

Test Labels – AIMS Critical Date Information

The Assessment Section of the Accountability Division at ADE has published an AIMS Update for test Coordinators newsletter. The November 23, 2004 newsletter contains critical date information, including dates related to Test Label uploads in SAIS.

The SAIS Test Label Application, through the Common Logon is currently open for LEA use. Specific closing dates for this application are:

HS Reading and Writing – January 10th

HS Math and Grades 2-9 – February 25th

The following excerpt from the AIMS Update for Test Coordinators newsletter dated November 23, 2004 identifies all of the critical dates:

Critical Date	Information
November 19, 2004	Info letter from CTB/McGraw-Hill regarding online enrollment website to be mailed
November 22, 2004	ADE website for uploading label data for HS AIMS, AIMS-DPA, and TerraNova opens – instructions available on the common logon
December 1, 2004	CTB Online Enrollment Website opens
December 15, 2004	CTB Online Enrollment Website closes
January 10, 2005	ADE website for uploading label data for HS AIMS – Writing/Reading closes
January 18-28, 2005	Pretest Workshops for Spring testing
February 1, 2005	Spring 2005 Test Security Agreements due to ADE - required of all districts and charter holders
February 8-11, 2005	HS AIMS – Writing/Reading testing materials delivered to districts/charter holders
February 22-23, 2005	HS AIMS – Writing/Reading
February 25, 2005	ADE website for uploading label data for HS AIMS – Math, AIMS-DPA, and TerraNova closes
March 1-2, 2005	HS AIMS – Writing/Reading – Make-up
March 8, 2005	Last day to ship HS AIMS – Writing/Reading materials to CTB
March 10, 2005	Final date for materials to be at CTB for scoring
March 28 – 31, 2005	HS AIMS – Math, AIMS-DPA, and TerraNova testing materials delivered to districts/charter holders
April 11-22, 2005	AIMS-DPA and TerraNova testing window
April 12, 2005	HS AIMS – Math
April 19, 2005	HS AIMS – Math – Make-up
April 29, 2005	Last day to ship HS AIMS – Math, AIMS-DPA, and TerraNova to CTB
May 2, 2005	Final date for materials to be at CTB for scoring

The complete AIMS Update for Test Coordinators newsletter is available at:

<http://www.ade.az.gov/standards/aimsupdates/11-2004%20.pdf>.



Test Labels Application Q & A

Q. *Why is the Student Demographics for Test Labels application needed in SAIS?*

A. Accurate, valid, and consistent demographic information for the students taking AIMS, AIMS-DPA, and TerraNova is essential for the analysis of data for Arizona's assessment and accountability programs. It has been determined that the best way to collect this information from all districts and charter holders in Arizona is to use the Student Accountability Information System (SAIS) at the Arizona Department of Education (ADE).

However, additional information not currently in SAIS, is needed now from districts and charter holders so that the label producing process will work for the administration of HS AIMS – Writing /Reading in February and the administration of HS AIMS – Mathematics, AIMS-DPA, and TerraNova in April.

Q. *What type of additional information, not currently in SAIS, needs to be collected through the Student Demographics for Test Labels application?*

A. Group Name, Number of Years in School, 504 Accommodation Plan on file, English Level, Years in ELL, Braille Needed, Large Print Needed, and Test Date

Q. *Is there any other information that needs to be collected through the Student Demographics for Test Labels application?*

A. Yes. School CTDS Number, Legal First Name, Legal Last Name, Gender, Birthdate, and SAIS ID are submitted in this application. Please make sure this data matches what is on record in the SAIS database system.

Q. *A question arose about the Number of Years in School field. It was mentioned that some documentation existed that asked for Number of Years in District in addition to Number of Years. Which is correct?*

A. Number of Years in School is what is needed. This is defined as the number of years at that particular school, including the current school year:

- 0 = less than 1
- 1 to 6 = 1 to 6 years
- 7 = more than 6 years
- The **only** acceptable answers are: 0, 1, 2, 3, 4, 5, 6, 7

Q. *What are the SAIS data elements for Test Labels?*

A. The following data elements in SAIS are used in relation to Test Labels:

District Entity ID	Student started school this year	SPED – MOMR
School Entity ID	Primary Language (Home Language)	SPED – VI
District Name	Level of English Proficiency (ELL or FEP)	SPED – HI
School Name	Cohort Group (Normal Graduation Year)	SPED – OHI
Legal Last Name	Ethnicity	SPED – OI
Legal First Name	Title 1	SPED – TBI
Middle Initial	English learner Program	SPED – MD
Gender	Migrant	SPED – MDSSI
Birthdate	Gifted	SPED – A
SAIS ID	F/R Lunch	SPED - SMR
Student ID	SPED – MIMR	SPED - SLI
Grade	SPED – SLD	SPED – ED

October Enrollment Aggregation (continued)

- Select District
- Click “Reports/Data”
- Select fiscal year 2005 and report area (OCTENR)
- Two reports are available
 - October Enrollment Counts Report (ROLL50-2)
 - This report provides a district level summary of your October 1st enrollment by grade, gender, and ethnic group.
 - October Enrollment Import Process Report (ROLL50-1)

- These reports provide a summary of school level student counts by grade, gender, and ethnic group.

- A final October Enrollment count will take place on February 7, 2005.
- Please check your reports to verify if they are accurate.
- Correct any student errors you may have that are cause for discrepancies.

Please address any October Enrollment questions via email to:

octenroll@ade.az.gov





SDDI Column Removals

At the end of January 2005, ADE MIS will be removing two columns that currently appear on status pages of the Student Detail Data Interchange. This decision has been made to further enhance the security and privacy of data reported through the Student Detail Data Interchange.

The two columns are as follows:

On the Status Page, the **File Name** column will be removed. This column currently shows you a link to the file that your LEA has uploaded, and when clicking on this link, you can view the entire file that was uploaded.

Import Activities

Sequence #	Submission Date	Activity Status	File Name	Results	File-level Errors	Reference #
5	12/3/2004 11:03:19 AM	File is being processed	20041202_transactions.sdf	Transactions		2111358

Then, when clicking on the transactions link, the **Info** column will be removed. If a transaction is successfully processed, this column currently shows you a link which will display information as to what affect within the Student Detail tables this transaction had.

Record #	Vendor Record	Status	Student Name	Student ID	Transaction ID	Date	Failures	Warnings	Info
1	12345	Record processed successfully	Mickey Mouse	123456	01	12/3/2004 2:41:44 PM			Info

Please note that the ADE Support Center and RTCs will still have access to these columns.

If anyone has any questions or concerns regarding this change, please feel free to contact the Student Detail team at: InsideSAIS@ade.az.gov.

Most Common Integrity Errors

- 44104; Absence amount exceeds FTE amount.
- 44103; Student may have only a partial absence on first or last day of membership.
- 44347; There must be a corresponding Grade membership for each day of an ELL service.
- 44203; Zero minutes of attendance on the first day of a membership is not allowed.
- 44001; Student should be withdrawn for excessive unexcused absence.

(Note: above data as of Tuesday, December 14, 2004)



Special Education Census Data Reminders

A few reminders regarding the submission of your Special Education Census data via SAIS...

- Timely and continued submission of SAIS special education census data throughout the year is vital as it serves two purposes: to calculate add-on ADM for state funding and to determine eligibility for federal funding.

- Although not a "due date", December 1st is a critical date as head counts are calculated for those participating in special education services on this date.
- Any student **vouchered** to ASDB is **claimed by ASDB** for ADM and SPED, not the school/district. Those students on a **fee for service** contract with ASDB are **claimed by the school/district**.
- Tuitioned out students (those attending approved private SPED schools and Headstart programs) must be reported via DELREP.
- Students that are home-schooled or attend a private school (where parents pay tuition) and receive SPED services should be reported via SAIS as a non-fundable ADM with a service code of J.
- If a student is eligible as TBI, be sure to submit any other category of eligibility (TBI is not group B funded). This will ensure that you receive the maximum amount of funding you are entitled to.
- If a student is eligible for MD or MDSSI, be sure to submit two or more disability categories that qualify for MD or MDSSI. If the supporting categories are not included, submitting MD or MDSSI only will result in an integrity failure.
- If a student requires a change to their disability category, service code or DOR transfer, you do NOT need to enter a SPED exit reason code. The SPED exit reason code is an optional field and is only used if the student is exiting the

Please take advantage of these helpful links:

SAIS on the Web at <http://www.ade.az.gov/sais/>

MIS Bulletin Board: <http://portal.ade.az.gov/News/Lists/MIS%20Bulletin%20Board/MISBulletinBoard.aspx>

SAIS-Related Issues: <http://portal.ade.az.gov/SAIS%20Information/Lists/Issues/Issues%20%20most%20recent%20first.aspx>

SAIS Codes Values are at <http://www.ade.az.gov/Sais/codevalues/DataTransactionCodeValues.doc>



special education program.

- Available resources to assist with your special education census submissions:

Special Education Census Instructions: http://www.ade.az.gov/schoolfinance/SAISSupport/PrivateSchls/InstrReqRpts/SPEDCensusInstrsFY04_05.pdf

SPED Submissions and General Procedures: <http://www.ade.az.gov/ess/DataManagement/SAISSPED.doc>

DELREP:

<http://www.ade.az.gov/schoolfinance/SAISSupport/PrivateSchls/>

Information on SAIS (includes design/requirements documentation): <http://www.ade.az.gov/sais/Default.asp>

Service Code Definitions: <http://www.ade.az.gov/ess/DataManagement/Documents/servicecodedefinitions.pdf>

Needs and Service Code Eligibility: <http://www.ade.az.gov/ess/DataManagement/Documents/SPEDSvcTypeNeedXref.pdf>

Approved Private School Info (Day List and Residential Treatment Center List): <http://www.ade.az.gov/ess/vouchers/default.asp>



SPED Exit Reason - Dropout

What is considered a dropout (related to SPED)?

- Dropouts include runaways, GED recipients, expulsions, status unknown, students who moved and are not known to be continuing in another education program and other exiters.



SAIS – Student Details Open Forum Meeting Scheduled for Phoenix

The SAIS - Student Details Team will be hosting the next Open Forum meeting in Phoenix, AZ on Friday, January 7, 2005.

Seating is limited at this event.

Please email SaisVendorSupport@ade.az.gov to RSVP by Wednesday, January 5, 2005. Please provide the name, job title, and company or school/district the attendee represents. Thank You!

All attendees must park in the auxiliary lot south of the church on Central Ave. (1/2 block south of Palm Lane on Central Ave).

Meeting Location: Central Palm Plaza
1st Floor Conference Room
2005 N. Central Ave.
Phoenix, AZ 85007

Time: 9:30am - Noon

These meetings will provide a forum for LEA, Vendor, RTC and other technical staff to meet and share information about SAIS - Student Details.

Future meeting dates (tentative):

February 11, 2005 – Tucson

March 11, 2005 – Flagstaff

April 8, 2005 – Phoenix

Unless noted, all meetings are currently planned to be held from 10:00am until Noon. Please check further updates as meeting times and length is subject to change.



SAIS Appreciation Awards

The SAIS Appreciation Award Certificates are presented by ADE to recognize exceptional LEA and Vendor staff for efforts in working with SAIS – Student Details. Nominations may come from RTC's, Support Center, internal ADE Business Areas, or anyone who interacts with – Student Details. Also, feel free to send your own good news to

InsideSAIS@ade.az.gov

Congratulations to the following who recently received a SAIS Appreciation Award!

Joni De Szendeffy - Payson Unified School District



Inside SAIS & Open Forum Feedback

We encourage any comments, requests for information, and suggestions for *Inside SAIS* and SAIS – Student Details Open Forum Meeting content. Please remit to either of the following e-mail addresses.

InsideSAIS@ade.az.gov

SaisVendorSupport@ade.az.gov

Back issues of *Inside SAIS* are available for reference on the ADE web site at <http://www.ade.az.gov/sais/>

